



**TO:** Pennsylvania Parole Board Members

**FROM:** Farrah Conjar  
Executive Secretary II to the Chairperson

**DATE:** June 23, 2022

**RE:** Board Meeting Minutes  
**June 15, 2022**

In compliance with *Act 175*, known as the *Sunshine Law*, effective September 17, 1976, the Office of Board Secretary provided notification to the public of the scheduled meeting on June 15, 2022 of the Pennsylvania Parole Board.

The public meeting convened at 9:00 AM at Riverfront Office Center in Harrisburg, PA with Chairperson Theodore Johnson presiding. A quorum of Board Members was present.

### **Attendance**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Chairperson Ted Johnson                 | <input checked="" type="checkbox"/> BD Member Leo Dunn                                | <input checked="" type="checkbox"/> BD Member Tony Moscato    |
| <input checked="" type="checkbox"/> BD Member Marcus Brown                  | <input checked="" type="checkbox"/> BD Member Jim Fox                                 | <input checked="" type="checkbox"/> BD Member Linda Rosenberg |
| <input checked="" type="checkbox"/> BD Member Khadija Diggs                 | <input checked="" type="checkbox"/> BD Member Mark Koch                               |   |
|   |   |   |
| <input checked="" type="checkbox"/> Alan Robinson, Chief Counsel            | <input checked="" type="checkbox"/> Deb Carpenter, Board Secretary                    |   |
| <input checked="" type="checkbox"/> Neil Malady, Policy/Legislative Affairs | <input checked="" type="checkbox"/> Scott Woolf, Director – Office of Board Secretary |   |
| <input checked="" type="checkbox"/> Chief Hearing Examiner Mike Potteiger   | <input checked="" type="checkbox"/> Laura Treaster, Special Assistant                 |   |
| <input checked="" type="checkbox"/> Morgan Davis, Assistant Counsel         | <input checked="" type="checkbox"/> Meghan Dade, SOAB Executive Director              |   |
| <input checked="" type="checkbox"/> Janaki Theivakumaran, SOAB Exec. Asst.  | <input checked="" type="checkbox"/> Suzanne Estrella, Office of Victim Advocate       |   |
| <input checked="" type="checkbox"/> Niko Dimitrakopoulos, Legal Intern      | <input checked="" type="checkbox"/> John Manning, Deputy Chief Counsel DOC            |   |

Chairperson Johnson recognized public guests:  
Mark Bergstrom, Pennsylvania Sentencing Commission  
Elizabeth Bolton Penna-Nominee for Board Member  
Tim Holmes, Chief Counsel, Department of Corrections

### **APPROVAL OF MAY BOARD MEETING MINUTES**

Board Member Diggs motioned to approve the May 18, 2022 Parole Board minutes. Board Member Brown seconded the motion. The Parole Board unanimously approved the minutes.

## **OFFICE AND STAFF REPORTS**

### **Office of Victim Advocate (OVA) Report**

Victim Advocate Suzanne Estrella

- Great feedback on the first return of in person.
- Continuing to work on removal of the duplicative documents.
- Continuing to streamline the process, to help everything run smoothly.

### **Sexual Offenders Assessment Board (SOAB)**

Executive Director Megan Dade

- Working closely with Field Services on hosting a specialized training for the parole agents working with sex offender cases throughout the state.
- Quarterly training Friday, September 30, 2022 at 9:00 a.m. to 1:00 p.m. with Robin Wilson who will present on sex offender assessments and treatment.

### **Communications/Media Report**

Special Assistant Laura Treaster

- Working on finalizing the high-profile arrest report for 2021
- Helped Chief Hearing Examiner Potteiger on various projects.
- Working on projects as assistance is needed.

### **Policy and Legislative Affairs Report**

Policy and Legislative Affairs Director Neil Malady

- Legislature is back in session.
- Nominee Elizabeth Bolton Penna is finishing up her visits today. Potential confirmation next week.
- The names have to be on Senate nomination calendar for 10 session days starting June 16, 2022 being the last day for nominations to go through.
- Could have a full nine-member Board by the end of June 2022.

### **Office of Chief Counsel Report**

Chief Counsel Alan Robinson

- Materials were circulated from a presentation done with Dave Crowley at the Criminal Law Symposium. Suggested everyone review Attorney Crowley's information on his view on parole.
- Assistant Counsel Morgan Davis promotion has been finalized.

### **Office of Hearing Examiners Report**

Chief Hearing Examiner Michael Potteiger

- Reviewing the scheduling process and implementing some changes to become more efficient.
- Updating the hearing waiver packet information and our subpoena policy.

- Met with Christian Stephens and Kelly Evans. They gave some additional information that was helpful when we update the policy so it is in accordance with their offices. Will have a follow-up meeting to formalize everything.
- Kay Longenberger has provided a new subpoena memo. Will be sending the new memo out to Board.

### **Board Secretary Report**

Board Secretary Deb Carpenter

- Close out 2021-2022 budget with a \$400,000 surplus. Next year's numbers have not changed and is 12.9 million.
- Sentencing Commission held hearings on recommitment ranges and new parole guidelines. The recommit ranges are on hold, but parole guidelines are moving forward.
  - Common theme during the hearings was Board decisions can sometimes be unclear on refusal factors. Kelly Evans and I will work with the SCIs to identify any areas that can be improved.
- CHE Potteiger and I are working together to identify updates for the scheduling process.
- Homicide Review Committee will meet June 24 at DOC.
- DOC Stats office is working with Secretary Little on the recidivism report. Brett has asked, if ready, to present the report at the next available Board meeting. I will provide the report to the Board ahead of time to look at and ask have any questions you may have.
- Presented at the IT Steering Committee on why the LSIR will need run parallel with the Strong R. This was accepted.

### **Board Secretary Office Report**

Board Secretary Office Director Scott Woolf

- Continuing to work on the E361. Some changes with the new E361. Ask that everyone be patient until we get the kinks in the system worked out.

Mark Bergstrom provided his thanks to all the former Parole Board Chairmen and current Chairman to get to the point where were ready to submit parole guidelines to the General Assembly. Adopted by the commission on June 2, 2022. Hopefully resolution will take effect on January 1, 2023.

### **ADJOURNMENT**

At 9:37 AM Board Member Moscato made a motion to adjourn the public session. The motion was seconded by Board Member Fox. The Board Members voted unanimously to adjourn the public session.